

COMPLIANCE CHECKLIST

► Hospital Outpatient Departments

The following Checklist is for plan review of hospital outpatient facilities, and is derived from the AIA Guidelines for Design and Construction of Health Care Facilities, 2006 Edition (specific sections indicated below), appropriately modified to respond to DPH requirements for projects in Massachusetts which include Hospital Licensure Regulations 105 CMR 130.000 and Department Policies. Applicants must verify compliance of the plans submitted to the Department with all the requirements of the AIA Guidelines, Licensure Regulations and Department Policies when filling out this Checklist. The completed DPH Affidavit Form must be included in the plan review submission for Self-Certification or Abbreviated Review Part II. A separate Checklist must be completed for each outpatient department.

Other jurisdictions, regulations and codes may have additional requirements which are not included in this checklist, such as:

- State Building Code (780 CMR).
- Joint Commission on the Accreditation of Health Care Organizations.
- CDC Guidelines for Preventing the Transmission of Mycobacterium Tuberculosis in Health Care Facilities.
- Accessibility Guidelines of the Americans with Disabilities Act (ADA).
- Architectural Access Board Regulations (521 CMR).
- Local Authorities having jurisdiction.

Instructions:

1. The Checklist must be filled out completely with each application.
2. Each requirement line (____) of this Checklist must be filled in with one of the following checklist symbols, unless otherwise directed. If an entire Checklist section is not affected by a renovation project, "E" for existing conditions may be indicated on the requirement line (____) before the section title (e.g. E EXAM ROOMS). If more than one space serves a given required function (e.g. exam room), two checklist symbols separated by a slash may be used (e.g. "E/X"). Clarification should be provided in that regard in the Project Narrative.

<p>X = Requirement is met, for new space, for renovated space, or for existing support space for an expanded service.</p> <p>E = Requirement relative to an existing suite or area that has been <i>licensed</i> for its designated function, is <i>not affected</i> by the construction project and <i>does not pertain to a required support space</i> for the specific service affected by the project.</p>	<p><input checked="" type="checkbox"/> = Check box under section titles or individual requirements lines for optional services or functions that are not included in the health care facility.</p> <p>W = Waiver requested for Guidelines, Regulation or Policy, where hardship in meeting requirement can be proven (please complete Waiver Form for each waiver request, attach 8½" x 11" plan & list the requirement reference # on the affidavit).</p>
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3. Mechanical, electrical & plumbing requirements are only partially mentioned in this checklist. Section **3.1-7** of the Guidelines must be used for project compliance with all MEP requirements and for waiver references.
4. Oxygen, vacuum & medical air outlets are identified respectively by the abbreviations "OX", "VAC" & "MA".
5. Requirements referred to as "Policies" are DPH interpretations of the AIA Guidelines or of the Regulations.
6. Reference to a requirement from the AIA Guidelines in any waiver request must include the chapter number (e.g. "**3.1-**") and the specific section number.

Facility Name:

.....

Facility Address:

.....

Satellite Name: (if applicable)

Building/Floor Location:

.....

Satellite Address: (if applicable)

Submission Dates:

Project Description:

Initial Date:

Revision Date:

.....

Note: All room functions marked with "X" must be shown on the plans with the same name labels as in this checklist.

3.1- ARCHITECTURAL REQUIREMENTS**MECHANICAL/PLUMBING/
ELECTRICAL REQUIREMENTS****1.4 ENVIRONMENT OF CARE**

- 1.4.1 ☐ Design ensures patient acoustical & visual privacy

1.6 FACILITY ACCESS

- 1.6.2 ☐ Building entrance
☐ grade level
☐ clearly marked
☐ access separate from other activity areas
- 1.6.3 ☐ Design precludes unrelated traffic within the outpatient department

EXAM & TREATMENT ROOMS

- 2.1.1 ☐ General purpose examination rooms
 (1) ☐ min. 80 sf (excluding vestibules & fixed casework)
 (2) ☐ min. clearance 2'-8" on sides & foot of exam table
 2.1.1.3 ☐ documentation space with charting counter

- 2.1.2 ☐ Special purpose examination rooms (ENT & Ophthalmology)
☐ check if service not included in department
 (1) ☐ min. 80 sf (excluding vestibules & fixed casework)
 (2) ☐ min. clearance 2'-8" on sides & head of exam table, bed or chair
 2.1.2.3 ☐ documentation space with charting counter

- 2.1.3 ☐ Treatment room for minor surgical & cast procedures
☐ check if service not included in outpatient department
 (1) ☐ min. 120 sf (excluding vestibules & fixed casework)
☐ min. room dimension be 10 feet
 (2) ☐ min. clearance 3'-0" at each side & at the foot of the treatment table
 2.1.3.3 ☐ documentation space with charting counter

- 2.1.5 ☐ Airborne infection isolation rooms
☐ check if service not included (only if functional program is not specific to the treatment of infectious patients)

- 2.1.5.1 ☐ min. 80 sf (excluding vestibules & fixed casework)
☐ min. clearance 2'-8" on sides & foot of exam table
☐ documentation space with charting counter

2.1-3.2.2.4 entry through work area

- (1) ☐ alcove directly **or** ☐ alcove directly
 ☐ inside the room ☐ outside the room
☐ handwashing station ☐ handwashing station
☐ clean storage ☐ clean storage
☐ soiled holding ☐ soiled holding
- (2) ☐ door self-closing
- (3) ☐ toilet room with direct access from isolation room (not through work area)
- (3) ☐ monolithic ceiling **or** ☐ washable clipped-down ceiling tiles

- ☐ Handwashing station
☐ Vent. min. 6 air ch./hr
☐ Portable or fixed exam light
☐ Min. 2 el. duplex receptacles

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- ☐ Handwashing station
 Mechanical ventilation (Table 2.1-2)
☐ vent. positive to toilet
☐ vent. negative to work area
☐ min. 12 air ch./hr (exhaust)
☐ visual monitoring of room pressure & airflow direction

- Work area (open or enclosed)
☐ vent. negative to corridor
☐ vent. positive to isol. room
☐ min. 10 air ch./hr (exhaust)

- ☐ Handwashing station
☐ Vent. min. 10 air ch./hr (exhaust)

3.1- ARCHITECTURAL REQUIREMENTS**MECHANICAL/PLUMBING/
ELECTRICAL REQUIREMENTS****2.1.7 SUPPORT AREAS**2.1.7.1 ☐ Nurse station☐ work counter☐ space for supplies☐ provisions for charting2.1.7.2 ☐ Drug distribution station☐ supervised by nurses station☐ work counter☐ refrigerator☐ locked storage for biologicals & drugs2.1.7.4 ☐ Clean storage☐ separate room or closet for storing clean & sterile
supplies in addition to cabinets & shelves2.1.7.5 ☐ Soiled workroom2.1-2.3.8.1 ☐ clinical flushing-rim
sink**or**☐ Soiled holding room☐ patient care does not
involve disposing of
fluid waste☐ work counter☐ space for holding soiled linen & solid waste2.1.7.6 ☐ Wheelchair storage☐ out of the direct line of traffic2.1.8.1 ☐ Toilet for patient use☐ separate from public toilets☐ located to permit access from patient care areas
without passing through public areas**3 SERVICE AREAS**3.1.1 ☐ Housekeeping room3.1.1.1 ☐ at least one housekeeping room per floor3.1.1.2 ☐ storage for housekeeping supplies & equipment3.2.2 ☐ Equipment & supply storage**4.1 PUBLIC AREAS**4.1.1 ☐ Entrance☐ accommodates wheelchairs4.1.2 ☐ Reception & information counter or desk4.1.3 ☐ Waiting area4.1.4 ☐ Public toilets☐ conveniently accessible from the waiting area☐ access separate from patient care or staff work areas4.1.5 ☐ Telephones for public use☐ pay phones or wall-hung standard phones (local
calls)4.1.6 ☐ conveniently accessible☐ Provisions for drinking water4.1.7 ☐ conveniently accessible☐ Wheelchair storage☐ conveniently accessible☐ communication system☐ Handwashing station☐ Vent. min. 4 air ch./hr☐ Handwashing station☐ Vent. min. 10 air ch./hr (exhaust)☐ Handwashing station☐ Vent. min. 10 air ch./hr (exhaust)☐ Floor receptor sink☐ Vent. min. 10 air ch./hr (exhaust)☐ Vent. min. 6 air ch./hr☐ Handwashing station☐ Vent. min. 10 air ch./hr (exhaust)

3.1- ARCHITECTURAL REQUIREMENTS**MECHANICAL/PLUMBING/
ELECTRICAL REQUIREMENTS****4.2 ADMINISTRATIVE AREAS**

- 4.2.1 ☐ Interview space
 - ☐ provisions for privacy
- 4.2.2 ☐ General or individual offices
 - ☐ business transactions
 - ☐ designated for administrative & professional staffs
- 4.2.3 ☐ Medical records
 - ☐ secure storage
- 4.2.4 ☐ Equipment & supply storage
- 4.2.5 ☐ Support areas for staff
 - ☐ storage for staff personal effects
 - ☐ locking drawers or cabinets
 - ☐ convenient to individual workstations
 - ☐ located for staff control

GENERAL STANDARDS**DETAILS AND FINISHES (3.1-5.2)****Corridors (5.2.1.1)**

- ☐ Min. outpatient corridor width 5'-0"
- ☐ Min. staff corridor width 44"
- ☐ Fixed & portable equipment recessed does not reduce required corridor width
- ☐ Work alcoves include standing space that does not interfere with corridor width
 - ☐ check if function not included in project

Ceiling height (5.2.1.2)

- ☐ Min. 7'-10", except:
 - ☐ 7'-8" in corridors, toilet rooms, storage rooms
 - ☐ sufficient for ceiling mounted equipment
- ☐ Min. clearance 6'-8" under suspended pipes/tracks

Exits (5.2.1.3)

- ☐ Two remote exits from each floor

Doors (5.2.1.4)

- ☐ Doors for patient use min. 3'-0" wide

Glazing (5.2.1.5):

- ☐ Safety glazing or no glazing within 18" of floor

Handwashing stations locations (5.2.1.6)

- ☐ located for proper use & operation
- ☐ sufficient clearance to side wall for blade handles

Floors (5.2.2.2)

- ☐ Floors easily cleanable & wear-resistant
 - ☐ washable flooring in rooms equipped with handwashing stations (Policy)
 - ☐ wet-cleaned flooring resists detergents
- ☐ Thresholds & expansion joints flush with floor surface (5.2.1.7)

Walls (5.2.2.3)

- ☐ Wall finishes are washable
- ☐ Smooth & moisture resistant finishes at plumbing fixtures

PLUMBING**Handwashing station equipment**

- ☐ handwashing sink
- ☐ hot & cold water supply
- ☐ soap dispenser
- ☐ hand-drying provisions

Sink controls (1.6-2.1.3.2)

- ☐ wrist controls or other hands-free controls at all handwashing sinks
- ☐ blade handles max. 4½" long

MECHANICAL ((3.1-7.2)

- ☐ Ventilation airflows provided per Table 2.1-2
- ☐ Exhaust fans located at discharge end (7.2.5.3(1)(c))
- ☐ Fresh air intakes located at least 25 ft from exhaust outlet or other source of noxious fumes (7.2.5.4(1))
- ☐ Contaminated exhaust outlets located above roof (7.2.5.4(2))
- ☐ Ventilation openings at least 3" above floor (7.2.5.4(4))
- ☐ At least one 30% efficiency filter bed per Table 3.1-1